

Professional and Managerial Branch
Miscellaneous Professional Group
Sciences Series

CHEMIST

04/03 (AM)

General Purpose

Under general supervision, oversee team performing chemical and bacteriological analyses and perform more complex analysis of water and wastewater samples.

Typical Duties

Conduct analyses of water and wastewater samples to assure water quality conforms to federal, state and local standards. Involves: Collect samples to be tested at various stages of treatment. Maintain records of tests performed and notify supervisors of results. Operate and maintain laboratory equipment such as that used for advanced spectrophotometry and chromatography. Operate computer to analyze and maintain records of sample collection, testing and results. Investigate customer complaints regarding water quality by collecting samples from customer's property. Address customer complaints or refers to higher authority.

Supervise assigned support employees. Involves: Schedule, assign, instruct, guide and check work. Evaluate employee performance. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform other duties as assigned. Involves: Substitute for own supervisor, or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Log activities, and prepare and submit recurring or special status reports. Maintain current knowledge of chemical testing equipment and procedures and federal, state and local water quality regulations and standards. Keep tools, equipment and work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Good knowledge of water analysis laboratory equipment and procedures.
- Good knowledge of federal, state and local standards.
- Good knowledge of statistics.
- Some knowledge of chemistry and bacteriology theories, principles and practices.
- Some knowledge of safe working practices and equipment of the profession, including effects of chemicals used.
- Some knowledge of supervisory methods.
- Ability to perform laboratory analyses to determine water quality.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to maintain test results records and prepare reports.
- Skill in safe operation and care of specialized analysis laboratory equipment and chemicals.
- Skill in the safe use and care of personal computers or network workstation and generic and specialized software applications for documenting tests results, including graphics.
- Skill in the safe care and operation of a motor vehicle through city traffic.

Other Job Characteristics

- Frequent exposure to laboratory environment.
- Frequent exposure to hazardous chemicals.
- Occasional exposure to unpleasant wastewater treatment plant substances.
- Occasional collection of samples in a field environment that includes traversing uneven terrain.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's Degree in Chemistry, Bacteriology or a related field, plus one (1) year of laboratory analysis experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Human Resources Director

Department Head

OFFICIAL